

ABSTRACT

A time entry recording and management system includes a plurality of fields, a selector and an actuator. The plurality of fields includes a date field configured to display a date, a start field configured to display a starting time of a time entry, a stop field configured to display an ending time of the time entry, a description field configured to display a description of the time entry, and at least one code or designation field configured to display a code or designation assigned to the time entry. The selector is movable between at least two of the plurality of fields. The actuator is configured to perform at least one of a plurality of functions upon being actuated depending upon in which of the plurality of fields the selector is located. The actuator is also configured to fill in at least two of the fields upon being actuated once in some instances.